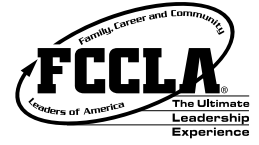


Communication Unlocks Relationships



Communication is the key to getting along with others. Rate your interpersonal communication skills. The keys below describe three important skill areas. Fill in each key to the line that shows your rating.

Fill in to the — “1” if you are just starting to master this skill

“2” if you use this skill sometimes

“3” if you use this skill often, in all your relationships

Which “key” is emptiest?

Tackle projects and lessons to improve related interpersonal communication skills.

Expressing Myself

1 2 3

- Think about what I say
- Speak clearly
- Be confident

Listening

1 2 3

- Pay attention
- Don't interrupt
- Look for non-verbal clues

Giving Feedback

1 2 3

- Be specific
- Control emotions
- Aim to help

